

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Budget
Tuesday, February 23, 2021
5:00 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar:

When: Feb 23, 2021 05:00 PM Eastern Time (US and Canada)

Topic: School Committee Budget Subcommittee, Tuesday, February 23, 2021, 5:00 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_CWu3K8YKQEWh673b2IDltw

After registering, you will receive a confirmation email containing information about joining the webinar.

Budget timing updates

FY 22 Budget (and potentially FY 23 Budget)

- *FY22 Superintendent's Budget*
- *FY 22 requests*
- *Funding status for FY 22*
- *How to address decreased enrollment / Long Range Plan?*
- *Other funding needs for FY22, FY23*

FY 21 Budget update

Approval of minutes

New business

Old business

Adjournment

Submitted by Kirsi Allison-Ampe, MD, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Open Meeting

Summary:

You are invited to a Zoom webinar.

When: Feb 23, 2021 05:00 PM Eastern Time (US and Canada)

Topic: School Committee Budget Subcommittee, Tuesday, February 23, 2021, 5:00 p.m.

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Town of Arlington, Massachusetts

Budget timing updates

ATTACHMENTS:

	Type	File Name	Description
📎	Budget Document	budget_calendar_2020-21_v2_12_10_2020.docx	Budget calendar 2020-2021 presented 12 10 2020

Arlington Public Schools
Annual Budget Calendar – 2020-21

Month	Mtg #	Date	Present, Prepare, To Do
September	1	9/10/20	Present Capital Planning requests for 2020-21
	2	9/24/20	<Financial Report*>
End of year report deadline extended because COVID			
October	1	10/8/20	
	2	10/22/20	Final year's enrollment numbers <Financial Report*>
November	1	11/12/20	First draft budget calendar Fed through state grant reports due October 31
		11/16/20	Distribute Report of Fiscal year (EOYR) to SC
	2	11/19/20	Approve budget calendar <Financial Report*> Answer questions about EOYR Report
December	1	12/10/20	Hear from ½ principals, dept heads, AEA on priorities for next year
	2	12/17/20	<Financial Report*> Hear from ½ principals, dept heads, AEA on priorities for next year Discuss SC priorities for budget
Collect public input on budget (January/February)			
January	1	1/14/21	Set SC priorities for budget Deliver first budget number to Town Manager
January	2	1/28/21	<Financial Report*>
Superintendent's budget to SC members – 2/5/21			
February	1	2/11/21	First look at budget detail
	2	?	<Financial Report*>
March	1	3/11/21	Budget hearing
	2	3/25/21	Final vote on budget Approve what goes to FinComm <Financial Report*>
Budget meeting with FinComm – TBA			
April	1	4/8/21	
Town Meeting Report goes to printer – when?			
Town Meeting opens – 4/26/21			
April	2	4/29/21	<Financial Report*>
May	1	5/13/21	
	2	5/28/21	<Financial Report*>
June	1	6/10/21	
	2	?	<Financial Report*>
July			MUNIS down for close of fiscal year
August			New FY grants set up as allocated

Arlington Public Schools
Annual Budget Calendar – 2020-21

*Financial Report, timing subject to Policy requirements



Town of Arlington, Massachusetts

FY 22 Budget (and potentially FY 23 Budget)

Summary:

- FY22 Superintendent's Budget
- FY 22 requests
- Funding status for FY 22
- How to address decreased enrollment / Long Range Plan?
- Other funding needs for FY22, FY23



Town of Arlington, Massachusetts

FY 21 Budget update



Town of Arlington, Massachusetts

Approval of minutes

ATTACHMENTS:

Type	File Name	Description
▣ Minutes	11_10_2020_Budget.pdf	Budget subcommittee minutes 11 10 2020
▣ Minutes	Budget_Subcommittee_Draft_Minutes_010621.docx	Budget subcommittee minute 1 06 2020

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Tuesday, November 10th, 2020, 10:30 a.m.

Meeting held remotely via Zoom.

Attendance

Subcommittee Members: Kirsii Allison-Ampe, Len Kardon, Jane Morgan
Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO, Roderick McNeal, Assistant Superintendent
Additional: Dean Carman, Finance Committee

The meeting was called to order at 10:30 a.m.

Public Comment – none

FY 22 Budget Calendar

Finalize FY 22 Budget Calendar
No changes from what was presented last meeting

Funding status for FY 22

MM – had conversations with Sandy Pooler, Adam Chapdelaine, no additional information yet available re state funding. KB noted that Arlington's decreased enrollment this year is not unique. MASS has proposed to state that districts be held harmless from last year; if this does not happen Arlington is likely to receive less Chapter 70 aid.

KB noted that there are additional funds this year because of prepaying OOD tuitions last year. Because of the uncertainty about next year's budget, this is something she would consider doing again. LK discussed how it was important to spend the funds this year to improve conditions during the pandemic. KB described how APS is having difficulty finding people, and that she is approving positions for hire, but that she also has the perspective that she does not want to have layoffs next year.

Also working on finding out what are tech needs, other student support needs right now. The administration reviewed the requesting and approval process, for example, for additional monitors.

How to address decreased enrollment / Long Range Plan?

MM working on data, still acquiring some of birth data from town. Committee members suggested that we should use the best estimate for enrollment, perhaps a range (high/low), and/or acknowledge the uncertainty of next year's enrollment. Also discussed was that there will be heightened needs (remediation, SEL) because of the pandemic.

How to gather robust feedback on budget this year? Questions for school council?

Committee members wondered about the general process to make school improvement plans, and also hoped to use school councils as a way to bring the viewpoints of parents into the budgeting process earlier.

FY21 Budget

MM discussed current budget, including prepaid tuitions. Some savings because positions are not yet filled. At current time project \$1.5million surplus including prepaid tuitions; much of this resulting from last year's actions. Subcommittee members encouraged the administration to communicate to principals that positions can be filled. KB discussed how they are having great difficulty finding people to hire, especially with Unit D.

Student Activity Accounts Audit

Held at the request of MM; he is working on the administrative changes that need to take place. No significant problems were found.

Approval of minutes

Motion to approve minutes of 10/29/20 made by LK, 2nd JM, passed by 3-0 via roll call vote.

No old or new business. Meeting adjourned 11:10am.

Budget Subcommittee
Arlington School Committee

Meeting Minutes

Wednesday, January 6th, 2021, 9:30 a.m.

Meeting held remotely via Zoom.

Attendance

Subcommittee Members: Kirsy Allison-Ampe, Len Kardon, Jane Morgan
Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO, John Bowler, Athletic Director, Roderick McNeal, Assistant Superintendent, Robert Spiegel, Director of Human Resources
Additional: Bill Hayner and Liz Exton, School Committee, Dean Carman, Finance Committee

The meeting was called to order at 9:30 a.m.

Public Comment – none

Motion to table all items up to Athletic Fees made by JM, 2nd by LK, passed 3-0 via roll call vote.

Athletic Fees

MM and JB wanted to present their proposal regarding fees for this year. They have gone over the finances for the Fall '20 season, and compared the costs to the athletic fees paid. They found that one sport (Soccer) had fees that were in excess of 40% of the cost of the sport, and proposed refunding these families \$50. They plan to do the same analysis at the end of the Winter Season and again requesting a refund if a sport has not incurred costs such that fees cover 40%. JB explained that, to his knowledge, there are no students who are not participating because of the fee amounts. The committee requested that they inform parents and families of their plans to reaccess at the end of the season. MM and JB also intend to address athletic fees in general at a later time.

Motion to recommend to full SC to approve Finance Dept recommendations to refund \$50 to soccer families on basis of presented analysis, made by JM, 2nd LK, passed 3-0 via roll call vote.

Motion to remove all previous agenda items from table made by LK, 2nd JM, passed 3-0 via roll call vote.

FY 22 Budget

KAA: had email and conversation yesterday evening with Charlie Foskett, Chair Finance Committee, suggested that he wants to use FY20, FY21 as basis for FY22.

KAA explained to CF that she could only speak for herself, not committee, but strongly disagreed with concept, because FY20 and FY21 are fiscally very anomalous years.

MM presented a multi-year view of the APS 5-year strategic plan and its implementation. Live document had commented cells explaining updates to plan; printed document is pivot table and does not show updates. Subcommittee asked questions about OMS half-cluster, etc.

MM also presented chart showing the effects of various approaches to funding given changes in enrollment. Subcommittee preferred approach based on no growth rate until enrollment recovers based on modified projection; this uses projection based on 100% return. This is felt to be most reasonable to capture additional students who will enroll as others stay out. DC suggested presenting estimate as CFO's recommendation, as that is what it is.

DC reported meeting with CF/Adam Chapdelaine/Sandy Pooler, who didn't indicate that his idea [\$0 for enrollment growth but hold \$ in reserve] was unreasonable although CF feedback was similar to above.

Subcommittee discussed override commitment to fund APS strategic plan and how that could be maintained. Some committee members felt strongly that because of override commitment it was very important to see additional \$600/600/800/800k in budget as promised to voters, others were uncertain because additional \$ can't build resources if main funding is cut.

Subcommittee raised question of documenting educational needs for next year, post-pandemic education. KB: have preliminary data which suggests issues in math, key skills in reading, but uncertain what will be status at end of year. Ideas for remediation approaches include lower class sizes, reading support, assistant principals.

There was also concern that APS does not have information yet re unmet needs but that they still exist; could reserve be earmarked for unmet needs too, not just enrollment growth?

COVID stimulus funding also discussed. Amount uncertain as of yet.

FY 21 Budget update

No additional updates at this time.

Role of Finance Committee Representative to School Committee/Budget Subcommittee

Subcommittee had a discussion of the role of Finance Committee Representative and while appreciative of efforts being made on behalf of APS, conveyed a desire to receive copies of important written communications as they were shared more broadly, rather than after the fact.

Approval of Minutes

LK **moved** approval of the minutes of 12/30/20, 2nd by JM, passed 3-0 via roll call vote.

Adjournment

JM **moved** to adjourn, 2nd by LK, passed 3-0 via roll call vote. Meeting adjourned 11:15am.



Town of Arlington, Massachusetts

New business



Town of Arlington, Massachusetts

Old business



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Kirsi Allison-Ampe, MD, Chair